

DIRECTIVE

JOB TRAINING PARTNERSHIP ACT

Number: D98-5

Date: September 1, 1998
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: JTPA ANNUAL REPORT INSTRUCTIONS FOR PY 1997-98

EXECUTIVE SUMMARY:

Purpose:

This Directive contains instructions for preparing and submitting the Annual Report to the Governor for Program Year (PY) 1997-98, pursuant to Section 104(b)(13) of the Job Training Partnership Act (JTPA).

Scope:

All Service Delivery Areas (SDA) are required to prepare and submit an Annual Report to the Governor based on the instructions in this Directive.

Effective Date:

This Directive is effective immediately.

REFERENCES:

- JTPA Section 104(b)(7) and (13); and Section 122(b)(6) and (7)
- Title 20 Code of Federal Regulations Section 628.420(b)(1)
- Family Economic Security Act Section 15043(m)
- Nontraditional Employment for Women Act, Public Law 102-235

STATE-IMPOSED REQUIREMENTS:

State-imposed requirements in this Directive appear in ***bold, italic*** print.

FILING INSTRUCTIONS:

This Directive supersedes Directive D97-8, and finalizes Draft Directive DD-2, issued for comment on July 8, 1998. Retain this Directive until further notice.

BACKGROUND:

The JTPA Section 104(b)(13) requires the preparation and submission of an Annual Report to the Governor, as described in the Job Training Plan prepared for each SDA. The Annual Report must include the elements described in that section of the act.

The Nontraditional Employment for Women (NEW) Act, Public Law 102-235, established requirements for the preparation of SDA Job Training Plans and the Annual Report with regard to the training, placement, and retention of women in nontraditional occupations. The JTPA Section 122(b)(6) requires the State Job Training Coordinating Council (SJTCC) to prepare a summary of the annual reports detailing promising service delivery approaches developed in each SDA for the training and placement of women in nontraditional occupations and to disseminate the summary annually to SDAs, service providers, and the Secretary of Labor. Section 122(b)(7) of the act requires the SJTCC to review the activities of the Governor to train, place, and retain women in nontraditional employment and to include this information in the summary.

POLICY AND PROCEDURES:

- I. The JTPA Section 104(b)(13) requires the following reporting elements regarding Title II. ***In addition, California requires that, to the extent possible, SDAs provide information regarding the training and placement of women into nontraditional employment in Title III 60 Percent (allocated) and 40 Percent special projects.***

A. Program Activities

Provide a narrative description of the program year activities under the following funding sources:

- ***Title II-A 77 Percent Adult Training Program***
- ***Title II-A 5 Percent Older Worker Program***
- ***Title II-C 82 Percent Youth Training Program***
- ***Title II-A and Title II-C 8 Percent Education and Coordination Grants***
- ***Title II 5 Percent Incentive Fund Activities***

B. Participant Characteristics

Submit a copy of the JTPA 11 Participant Characteristics Summary for the quarter ending June 30, 1998.

C. Attainment of Performance Standards

Use data on the final performance outcome reports for the fourth quarter received from the Job Training Partnership Division Data Analysis Unit.

D. NEW Training Goals

Include information on the extent to which the SDA has met the goals of the area for the training and training-related placement of women in nontraditional employment and apprenticeships.

Complete the attachment.

E. NEW Program Elements

Please include a description of all activities that reflect your SDA's commitment to creating and sustaining linkages with employers that facilitate the placement of women in nontraditional occupations.

F. NEW Training and Placement Statistics

Provide a statistical breakdown of women trained and placed in nontraditional occupations, including information regarding:

- The type of training received, by occupation;
- Whether the participant was placed in a job or apprenticeship and, if so, the occupation and wage at placement;
- The age of the participant;
- The race of the participant; and
- Retention of the participant in nontraditional employment.

II. ***In addition to the above requirements, the SDA Annual Report must highlight activities that:***

- ***Are especially effective in reaching, serving, or linking special target populations (e.g., welfare recipients, older workers, teen parents, offenders, non-college-bound youth, etc.);***
- ***Illustrate outstanding examples of interagency coordination and cooperation (for example, linkages with agencies such as the California Conservation Corps, Job Corps, labor organizations, education agencies, public housing groups, local community services groups, etc.);***
- ***Represent new or innovative service delivery methods;***
- ***Demonstrate job training initiatives such as One-Stop Career Centers, academic enrichment, development of workplace competencies based on the Secretary's Commission on Achieving Necessary Skills (SCANS) Report, school-to-work activities, career academies, and linkages with Title III and Title IV programs;***

- *Result in reducing duplication, promotes the sharing of information and/or leveraging of additional funding for program activities (e.g., entrepreneurial training, microenterprise programs, etc.); and*
- *May prove helpful to other SDAs in delivering program services (e.g., special activities, demonstration programs, etc.).*

ACTION:

Complete the report as instructed in the above procedures, including the attachment. Submit two copies of the report to the Job Training Partnership Division, as indicated below, no later than October 30, 1998:

MAIL: Employment Development Department
Job Training Partnership Division
Attn: Policy Unit
P. O. Box 826880, MIC 69
Sacramento, CA 94280-0001

OVERNIGHT MAIL: Employment Development Department
Job Training Partnership Division
Attn: Policy Unit
800 Capitol Mall, MIC 69
Sacramento, CA 95814

HAND DELIVERY: Employment Development Department
Job Training Partnership Division
Attn: Policy Unit
750 N Street
Sacramento, CA 95814

INQUIRIES:

Please direct inquiries about this Directive to your program manager or Georganne Pintar, Policy Unit Manager, at (916) 654-7611. If you need assistance with extracting the data needed for this report, you may contact the JTPA help desk at (916) 653-0202.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

Service Delivery Area: _____

Nontraditional Employment for Women (NEW) Statistics

	TITLE II PY 97-98	TITLE III PY 97-98
TOTAL NUMBER OF WOMEN TRAINED		
TOTAL NUMBER OF WOMEN TRAINED IN NONTRADITIONAL OCCUPATIONS		
TOTAL NUMBER WOMEN PLACED		
TOTAL NUMBER OF WOMEN PLACED IN NONTRADITIONAL OCCUPATIONS		
TOTAL NUMBER OF WOMEN APPRENTICED IN NONTRADITIONAL APPRENTICESHIP OPPORTUNITIES		